

INSTRUCTIONS FOR COMPLETING THE 2005 ANNUAL REPORT OF RECYCLING ACCOMPLISHMENTS (including on-line form)

2005 ANNUAL REPORT (Form 4400-182)

These instructions are also located at: <http://dnr.wi.gov/org/aw/wm/publications/#recycling> under the section: Recycling Forms-Responsible Unit Recycling Annual Report 2005.

NOTICE: This form is authorized by s. NR 544.10 and s. NR 542.09(3), Wis. Adm. Code. Completion of this form is **mandatory**, except for information denoted as optional, for continued conditional approval of a responsible unit's recycling program and for retention of the 2005 recycling grant for responsible units that are grantees. **Please submit to your regional DNR Waste management Specialist by April 30, 2006. Please keep a copy for your files.** Personally identifiable information will be used for program administration and must be made available to requesters as required by Wisconsin Open Records law [s. 19.31-19.39, Wis Stats].

New in 2006

The Department of Natural Resources is expecting more people to use the on-line reporting system, and is also expecting Responsible Unit (RU) representatives to be able to download needed paper forms from the DNR website. This year paper forms were mailed only to RU's for which the DNR had no email address on file. As you update your contact information, please add your email address, if possible, so that we may further reduce printing and mailing costs in the future.

The 2005 report is very similar to the previous year. Additional questions are noted below for Sections B, C, and E of the report.

This mailing is addressed to your RU authorized representative. Attachment 1, "RU Specific Information," contains information unique to your RU that you will need to complete your Annual Report. Use this reference sheet to identify your regional DNR Waste Management Specialist. **This person is your first and best contact for questions about the Annual Report.**

Quick comparison of on-line and paper reporting

The decision to use the on-line report is completely voluntary, but we urge you to consider this option. Using the on-line report eliminates time consuming data entry, minimizes the potential for data entry errors, and will enable us to process the data more quickly.

The on-line form is designed to replicate the paper report form, so these instructions usually apply to both reporting methods. After a general introduction to the on-line system below, and as you begin the Section by Section general instructions on page 2, text will split into two columns if there are differences between the on-line and paper version. Information on the paper forms will be on the right, and will be shaded grey.

Forms

Unless forms were mailed to you, RU's using either method of reporting will need to download forms. On-line and paper filers will need Financial Report Forms and instructions.

The Actual 2005 Cost Forms are located at: <http://www.dnr.state.wi.us/org/caer/cfa/Grants/Recycle/recycle.html>
The financial form instructions are located at:
<http://www.dnr.state.wi.us/org/caer/cfa/Grants/Forms/PUBCF0092006.pdf>

Paper filers will also need the 2005 Annual Report and the list of Materials Recovery Facilities. Forms are located at: <http://dnr.wi.gov/org/aw/wm/publications/#recycling> under the section: Recycling Forms-Responsible Unit Recycling Annual Report 2005.

Deadlines

RU's submitting a complete paper report will mail it to their regional DNR Waste Management Specialist by April 30, 2006. On-line filers will need to print out the "Assurances" page, sign it, and send it to the DNR Waste Management Specialist by April 30, 2006. On-line reports will not be accepted after April 30. Late reports must be on paper.

Accessing the on-line Annual Report

1. You need to have the most recent version of Acrobat Reader installed on your computer to print the report. If you aren't sure whether or not you are using the most recent version, we recommend you update before beginning your work. To update, go to www.adobe.com.
2. You will need to know your RU "Recycler ID" and the "Municipal Code". Both are listed in your RU Specific Information sheet. The Recycler ID is your password. The Municipal code should be a 5digit code. If it is only 4 digits, you will need to add a leading zero—for example, if the Municipal Code appears as 3000, you need to enter it as "03000."
3. Open your web browser and access the web site by typing this address in your web browser address line: http://www.uwex.edu/ces/shwec_mrf/login/index.cfm
4. Follow the directions to log on.
5. Be sure to save your work frequently. You can retrieve a "saved" report as often as you need – only the last save on or before April 30, 2006 will be stored permanently for use by the DNR.
6. Do NOT use spaces or comma in numbers, as in Section D or in the table on page 4.

If you do not have immediate access to a computer, consider using a computer at the library, County Extension Office or other public institutions. Still at a loss? Contact Steve Brachman (414- 227-3160) or by email at brachman@uwm.edu for further assistance.

Section-by-Section instructions parallel the Annual Report. If there are differences between on-line and paper, the text will split into two columns; paper version is shaded grey.

CONTACT INFORMATION

On-line:

The "authorized representative" and "contact person" listed are taken from your Effective Program Application or your 2004 Recycling Grant Application. Please review the information as it appears on the screen, correct any inaccuracies and indicate the best time to call if your DNR recycling contact has questions. Be sure to verify your e-mail address or to include one if yours is not listed. Note: If you wish to change your authorized representative, you may need to file a new authorizing resolution with your recycling contact. If you have questions, call your DNR recycling contact.

Paper report form:

Your cover letter was addressed to the "authorized representative" we have on file. Please review this and the "contact person" information we have listed. You must fill out the contact information blocks completely, and please update the information as necessary. Be sure to verify your e-mail address or to include one if yours is not listed. Note: If you wish to change your authorized representative, you may need to file a new authorizing resolution with your recycling contact. If you have questions, call your DNR recycling contact.

SECTIONS A, B, and C: CONDITIONS OF APPROVAL, RECYCLING ORDINANCE, AND COLLECTION

Check the box with the appropriate answer to each question and provide brief information as requested in the space provided. Section B requests information on enforcement actions that you may have taken in 2005.

NEW THIS YEAR: Section B asks whether or not you have a Compliance Assurance Plan. RU's will be required to have such a plan by August, 2006. It is one of the requirements of an effective recycling program, and is expected to describe the procedure an RU "will follow to address at a minimum one act of non-compliance with recycling requirements specified in its recycling ordinance which is commonly encountered by the responsible unit." NR 544.04 (9g) Your Compliance Assurance Plan must be consistent with your Recycling Ordinance, and adoption of the Plan may or may not require changes to the existing ordinance.

On-line:

If the enforcement action(s) you took is not among those listed on the form and you are filling out the form on-line, you can not enter this information in the on-line form. Instead, please send an email with your actions to cynthia.moore@dnr.state.wi.us, entering into the subject line "Recycling Annual Report-enforcement actions 2005".

Paper report form:

If the enforcement action(s) you took is not among those listed on the form and you are filling out the paper report form, enter your action (s) in by writing in the space below "Written Warnings."

NEW THIS YEAR: Section C asks for more information on your collection method. In addition to indicating whether you use curbside collection, or drop off containers, or both, you are asked if the materials are collected in an unsorted, single-stream system or if materials are sorted into two or more categories. "Sorted" includes "dual-stream" and "multiple-sort" systems, for example.

SECTION D: WEIGHTS OF RECYCLABLES COLLECTED

REPORT WEIGHTS OF RECYCLABLES COLLECTED FROM RESIDENTIAL UNITS IN YOUR GEOGRAPHIC AREA.

Residential units:

For each material listed in Figure 1, report how much material was collected for recycling from residential units. Reporting of collections from 1-4 residential units is mandatory to maintain your effective program status, including recyclables collected by a private hauler under individual household service contracts. The "1-4 residential unit" category includes single-family and 2-4 residential dwellings such as condominiums, town houses and apartment complexes.

Like last year, you have the option to report collections from multi-family dwellings under the column titled "5 or more Residential Unit Weights"; this includes dwellings comprising 5 or more residential units such as larger apartment complexes and condominiums. If you report weights in this latter column, you will have the option to calculate your Total Weight using data from both columns.

Weights by material:

You must report tonnages by sorted material type if possible. The co-mingled categories at the bottom of Figure 1 can only be used as a last resort.

Volume to weight conversions:

We recommend the EPA resource available on their web site: http://www.epa.gov/epaoswer/non-hw/recycle/recmeas/docs/guide_b.pdf

On-line:

If you are using the on-line form, all totals will be calculated automatically. Do NOT use commas or spaces when reporting numbers- this will cause an error message.

Paper report form:

You will need total weights in order to determine compliance with collection standards (below). Please double-check your math.

DETERMINING COMPLIANCE WITH TABLE 1 (CHAPTER NR 544, WIS. ADM. CODE) COLLECTION STANDARDS

Since 1997, responsible units have been expected to annually meet the collection amounts in Table 1 of Chapter NR 544, Wis. Adm. Code (next page).

Like last year, you have the option to determine compliance with Table 1 Collection Standards by using the Combined Total Residential Weight, if you chose to report collection from “5 or more Residential Units”. To use this option, sum the Total Weights from both columns in Section D Figure 1 (1-4 Residential Unit Weights + 5 or more Residential Unit Weights) to calculate your Combined Residential Total Weight. If you reported only collection from 1-4 Residential Unit dwellings, the total in this column is your Total Weight.

On-line:

If you are using the on-line form, these calculations will be done automatically and you will be informed whether or not you meet the Table 1 Collection Standard for your program. If you do not meet the Collection Standard, you will be directed to Form 4400-182A Recycling Program Request for Exemption to Collection Standards.

Paper report form:

If you are using the paper form: To determine if your responsible unit meets the minimum collection amounts, follow steps 1 and 2 below to calculate pounds recycled per person, per year. Your RU Specific Information attachment provides population obtained from the Department of Administration, Demographic Services Center. You cannot modify the population number for your responsible unit. The RU Specific Information attachment also states what DNR records indicate as your municipality definition for population density and the resulting collection standard.

NOTE: For **responsible units in a grandfathered incinerator service area**, you have the option to use the standards for “rural” and “other” municipalities or the standards for “rural-incinerator” or “other-incinerator” which only account for glass and metal containers.)

Step 1: _____ x 2,000 lb/ton = _____
 Total Weight in tons from **Figure 1**
 (see report under Section D) Total pounds

Step 2: _____ divided by _____ = _____
 Total Pounds from Step 1 Above RU Population
 (see page 1 of report) Pounds Per Person Per Year
 (Transfer to report under Section D)

If you met the collection standard in Table 1, check the “Yes” box and proceed to SECTION E.

If you did not meet the collection standard in Table 1, check the “No” box and complete Form 4400-182A located on page 6.

TABLE 1*
Standards for Collection of Recyclables
- Pounds Per Person Per Year -

| | Rural Municipalities | Incinerator Area | Other Municipalities | Incinerator Area |
|-----------------------------|-----------------------------|-------------------------|-----------------------------|-------------------------|
| Newspaper | 36 | -- | 47 | -- |
| Magazines | 7 | -- | 9 | -- |
| Corrugated Paper | 6 | -- | 7 | -- |
| Aluminum Containers | 1.4 | 1.4 | 1.8 | 1.8 |
| Steel & Bi-Metal Containers | 7 | 7 | 9 | 9 |
| Glass Containers | 22 | 22 | 29 | 29 |
| Plastic Containers | 3 | -- | 3.75 | -- |
| TOTAL | 82.4 | 30.4 | 106.6 | 39.8 |

Note: Rural municipalities are those with a permanent population density of 70 persons per square mile or fewer. For purpose of Chapter NR 544, Wis. Adm. Code, municipalities that do not meet that population criterion fall into the “other” category.

Multiple municipality responsible units, which include a combination of municipalities having a population density of 70 persons per square mile or fewer and municipalities having a population density of more than 70 persons per square mile, may calculate a prorated collection standard for the responsible unit as a whole.

*This represents Table 1 from Chapter NR 544, Wis. Adm. Code, **without** the weights of plastic containers #3 - #7 and foam polystyrene packaging. The requirement to recycle these materials has been waived by the DNR until it is determined that their collection and processing is practical.

SECTION E: COLLECTING, PROCESSING AND MARKETING OF RECYCLABLES FOR 1-4 RESIDENTIAL UNIT HOUSING

Question 1 asks how recyclables are collected and transported. If you indicate that individual households contract with private haulers, you are also asked if the RU has a licensing agreement with the hauler. In other words, do you exercise management oversight by coordinating the hauler’s service to your residents.

Question 2 asks for Materials Recovery Facility ID numbers.

On-line:

Select ID’s from the drop-down menu “List of Self-Certified Material Recovery Facilities”, and enter only the Identification Number of the MRFs that process and market your recyclables. If you are unable to locate your MRF(s) in the list, enter the required information in the space provided.

Paper report form:

Download the “List of Self-Certified Material Recovery Facilities” from the DNR website, and enter only the Identification Number of the MRFs that process and market your recyclables. If you are unable to locate your MRF(s) in the list, enter the required information in the space provided.

SECTION F: OUTREACH TO MULTI-FAMILY RESIDENTS AND NON-RESIDENTIAL FACILITIES/PROPERTIES

If your RU includes multi-family residential dwellings or non-residential facilities and properties, check the appropriate box and reply to the questions below as appropriate. This information helps us identify the more common outreach approaches.

SECTIONS G and H: OUTREACH TO RESIDENTS TO ENCOURAGE OPPORTUNITIES TO REDUCE, REUSE OR RECYCLE and WASTE REDUCTION AND REUSE EFFORTS

If you provided outreach to residents this past year, check the appropriate boxes. Section NR 544.04 (1) Wis. Adm. Code, requires an effective recycling program to provide a public information and education program to address recycling of recyclable materials at residential and non-residential dwellings and properties. Section NR 544.04 (11), Wis. Adm. Code, requires a RU to make a reasonable effort to reduce the amount of recyclable waste generated. This information helps us identify the more common outreach and education approaches.

SECTION I: REPORT OF ACTUAL RECYCLING COSTS FOR GRANT PURPOSES

You must complete Section I if you received a Recycling Grant in 2005. (If you did not receive a grant for 2005, please proceed to the next section, Optional Reporting)

If you have questions on Section I, contact Candice Sovinski at 608/ 264-9207 or candice.sovinski@dnr.state.wi.us

Before you can complete Section I, you will need to fill out supporting financial Form 4A and Forms 2DA and/or 2EA, if applicable. Unless the materials were mailed to you, you will need to download 2005 Financial Report and Instructions.

After you have finished filling out the financial forms, summarize your program costs by transferring numbers to Section I, Lines A through F, from the corresponding lines on Form 4A as directed.

Please do not submit Form 4A and supporting schedules with your Report of Recycling Accomplishments and Actual Costs, but retain them for your own records and potential audit purposes.

OPTIONAL INFORMATION

Please use this space to report weights of other recyclable materials and to tell us anything new about your program.

Collection of Other Recyclable Materials: Most RUs collect additional materials beyond those listed in Table 1. Although reporting collection of additional materials is voluntary, we encourage you to report these collections so that we can provide a more accurate and complete report on the accomplishments of the Recycling Program to the Legislature. We want to give credit to our local government recycling programs for going beyond compliance with the basic requirements of an effective recycling program.

Additional Information: Describe aspects of your program you are particularly proud of, and identify areas where you would like assistance. Any outreach materials you distributed to your residents and businesses (brochures, flyers) and the annual report provided to your board/committee may be attached, or sent in hard copy if you are using the on-line form. If you have a website that promotes your recycling program, please share your website address.

FINAL SECTION: ASSURANCES

Review the assurances listed and sign/date the report.

On-line:

If you are submitting your report on-line, you must also submit a hard copy of the Assurances Page with the appropriate signatures, as Wisconsin does not accept electronic signatures at this time. Mail the assurance pages only to your DNR Regional office contact.

Paper report form:

If you are submitting your report in hard copy, sign and mail entire report form to your DNR Regional office contact.

FORM 4400-182A

RECYCLING PROGRAM REQUEST FOR EXEMPTION TO COLLECTION STANDARD

If you did not meet the collection standard, please respond to the three questions for requesting an exemption from the collection standard.

On-line:

If you are submitting your report on-line, this form will be submitted electronically along with the rest of your report.

Paper report form:

If you are submitting your report in hard copy, sign/date the form and return it with Form 4400-182.

The exemption justification you provided shall be considered an approved exemption under s. NR 544.11(2)(b) and s. NR 544.14(4), Wis. Adm. Code, unless the Department notifies the responsible unit within 90 days of the receipt of this form that the justification was not deemed adequate.